

## Site Profiles: Local Government and Approving Officer Duties

The provincial Contaminated Sites Regulation (the Regulation) under the *Environmental Management Act* contains a site profile form. The form, which requires a basic land description and information on the past and present uses of the site, is an initial screening tool for identifying sites that might be contaminated.

### Who is required to submit a site profile?

Developers, owners, and vendors of property, as well as local governments (as land owners), may have to submit site profiles.

### How does the site profile process work?

The flowchart on page 2 outlines the site profile process. The number for each step below corresponds to the numbered steps in the chart. Local government and approving officer duties are shown in steps 4 through 6.

### What triggers the need for a site profile?

**1** Usually a subdivision, development or development variance, zoning, demolition, or soil removal application for a property triggers the submission of a site profile.

### How do land uses relate to a site profile?

**2** A site profile is required if a site has been used for industrial or commercial activities listed in Schedule 2 of the Regulation. If a site has been used exclusively for residential use, a profile is not required.

### Are there any exemptions?

**3** The Regulation provides for numerous exemptions, such as when a local

government applies to zone or rezone land and the local government does not have an ownership interest in the land. If any of the exemptions apply, a site profile is not required.

### What are a local government and approving officer's main duties?

- 4** The official must assess if the form is completed properly. If it is not, they must notify the person who provided the site profile and request corrections.
- 5** When the site profile has been properly completed, the official will review if there are any "yes" answers to the questions in Section IV through IX.

### What are the forwarding duties?

- 6** If there is one or more "yes" answer, the official must forward the site profile to a Director of Waste Management. If there are all "no" answers, the profile must be forwarded to the Site Registrar.

For a site profile that needs further review by the Director, local governments and approving officers must assess and forward the profile to the ministry within 15 days.

### Do site profiles affect the approval of applications?

- 7** If a site profile is forwarded to a Director, the affected application must not be approved by the local government or approving officer until the Director makes a decision, usually within 15 days, if the parcel requires investigation. If a site investigation is required by the Director, this decision will suspend the application until the Director's requirements are met.

For more detailed information about site profile processing requirements for municipalities and approving officers, refer to [Administrative Guidance 2](#). This document also provides contact information for the Director and Site Registrar.

*Note: This summary is solely for the convenience of the reader. The current legislation and regulations should be consulted for complete information.*

*For information about site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca). For more information, contact the Environmental Management Branch at [site@gov.bc.ca](mailto:site@gov.bc.ca).*

### Site Profiles and Local Government/Approving Officer Requirements

*Local government's site profile administration duties are shown in the shaded boxes*

